

## HR CONTACTS MEETING NOTES – 1/13/16

**AGENDA** (times are approximate):

8:30 am	Introduction and General Updates*	Linda Thai Schlossman, Principal HR Analyst
8:35 am	Staff Education & Development Updates	Sue Anderson, Director
9:30 am	Compensation Classification Updates	Caprece Speaks-Toler, Director Mary Paul, Principal Compensation Analyst

\*Exemplary Employee Nominations coming up – working on a program that acknowledges all employees

### **Sue Andersen – Staff Education & Development (Linda Valiz – Consultant – Here to answer questions)**

Introduced herself and gave her background: 15 years in private and 15 years at UC – 13 at Riverside; 2 at UCSD – was resp. for training and employment. Organizational psychology is her background. Has a passion for what she does, and encourages us to use them as a resource.

Conducted a pre-presentation assessment and gave a handout with Staff Ed Important Info.

- Sources of latest info on [Staff Ed](#) happenings: Blink, newsletter, Home page.
- Sign up for newsletter – it is put out every two months, featuring [Classes & Special Programs](#)
- Staff learning theme for 2015 is [Creativity and Innovation](#) – special workshops will be available / aligns directly with current campus strategic plan.
- UC San Diego practices the [70/20/10 learning strategy](#) – Learning on Job/Learning from Others/Learning from classes and workshops
- [Individual development Plan \(IDP\)](#) – add link to represent 70/20/10 strategy – will relate directly to the goals of the campus employee development within the strategic plan
- Number of IDPs on campus will be tracked – necessity and importance of IDPs will be emphasized increasingly this year – Keep in mind: skills you'd like to develop, look out for classes
- [Learning Roadmaps](#) – On Blink – a place to find learning activities organized by content - ideas in the 70/20/10 theme are listed – Certificates available – resources and ideas that add to individual development plans.
- [Skillsoft](#) Courses – free learning courses – a resource that provides books, videos and e-learning resources – Topics, Resources
- ["Take 10 Experience"](#) - encourages you to take 10 minutes a day to work on your individual development
- Browse the Library to find what you need – See [UC Core Competencies](#), Prepare yourself for Certifications
- HRCI Certification is one for HR Contacts (free?)
- [Skillsoft](#) Community – Top recommendations for books, other experiences
- There are 10 [UC Core Competencies](#) – See Staff Ed Home page – Systemwide competencies that help us organize our learning endeavors.
- People Management – breaks down into several areas, helpful for performance management – See [Behavioral Indicator-Operational Level](#)
- Reduced fee (10% off) enrollment benefit – Only 1% of UCSD staff take advantage of this benefit – See [Educational Benefits](#) System

- Matrices have been replaced with Learning Roadmaps following 7/20/10
- [Staff Ed](#) Team – staffeducation@ucsd.edu – Jackie Barnes heads this
- Christie Backham, Nancy Terri, Lauren Cummings – all [UC Learning Center](#) experts
- Keeping a lot of metrics to measure staff development now
- Upcoming Campus wide [Professional Development Programs](#) – Leadership Advance, early March (Creativity will be the focus – a full day event with lunch and presentations)
- Special 3 – Day workshop will be offered on same topic after that in spring.
- Staff Professional Development Day – May this year (similar content, available to all staff)
- Fall – Play and Productivity Event
- [UC Management Development Program](#) – March (Invitations were sent out via email)
- Health Sciences – A to Z training was suggested as a good model for improving Staff Ed
- Getting Started for New Staff – All new staff get an email when they are first signed up – many people were surprised to hear this

### **Compensation/Classification Updates - Caprece Speaks-Toler, Director, and Mary Paul, Principal Compensation Analyst**

- Updates
- UC Fair Wage/Fair Work – Part I implemented
- October 1<sup>st</sup> wage implementation
- California Minimum wage 1/1/16 In effect - \$10.00 – UC SD matched Federal \$10.10/hour
- No new-hires should earn less than \$10.10/hour per UC policy
- Currently down 2 positions in Records, so please be aware of longer response time.
- Interviews Scheduled - hope to fill in February
- Additional Compensation issue came up with Michael Yates: Departments are not working with Compensation – Please do NOT promise any compensation funding without consulting with HR – Start with Compensation – Make sure you contact Compensation BEFORE offering payment to anybody
- MSP/Exempt positions – NOT eligible for additional compensation – sometimes have to be creative in order to get people paid – Must be looked at on a case by case basis
- Don't hesitate to call Caprece first with any questions you may have.
- UC president pushing for all UC Locations to have [Career Tracks](#) Fully Implemented by Dec 31<sup>st</sup> 2016
- First phase – fully mapped IT so far – Campus Goals – we will have 11 families mapped (11/23) by June 30 – and the rest by December 31<sup>st</sup> – going to try to meet the goal – if not, definitely by first quarter of 2017.

### **CAREER TRACKS UPDATE – Mary Paul**

- Phase I – IT positions – mapped (still waiting for depts. To send in job descriptions)
- Phase II – Families – Communications, External. Fairs, Ext. Affairs, Marine – Compensation has asked for info on identifying which jobs would be in these families – depending on dept. to identify which jobs would be affected.
- Reminder: if you identify a position in a family, it must be performed at 50% of time or more
- Asked for info by October – hoping to have it done by end of January for these families to submit to VC
- Next – creating job descriptions for these families

- Proposed families for Phase III – asked for feedback: Educational Services: Trainers, Public Ed, Student Services, Museum Services, Performing Arts, Security and Public Safety, Guards, Library – pertain to specific depts. only
- This will put us at 11 families by June
- Phase 4 – will be bigger families
- General Admin, Research & lab, Research & admin, HR, Finance
- Make sure to finish Phase I and II before the next families
- Hoping to have feedback by Friday for the Phase III (email was sent to Assistant Deans)
- Caprece – over 400 positions in SAO family – may not do that family in Phase III – very large – don't be surprised if you hear it's deferred to Phase IV
- Research and Admin/Research & Lab – matrices are not finalized yet
- Linda – if we have a merit program and job cards are not updated, will there be a problem? Caprece – no
- Office of the President is pushing for a Merit-based program – Compensation is waiting for additional info and then will be letting VCs know.
- Compensation will do the mapping and determine the level – it is **not** the department's responsibility to determine the level...
- All supervisors positions will be mapped to an S1 or S2 (Compensation had a problem with IT group, so had to be creative, not sure if they will run into same problem with next families)
- Three types:
  - Managers – I – IV
  - Supervisors – S1, S2
  - Professional levels ( 1-5)
- You can always identify supervisors by S designations on the new system
- Meeting ended abruptly as we ran out of time and another meeting needed to use the room.